

SALARY AND BENEFITS

The Library Division Manager annual salary is normally appointed at 85% of Control Point, which is approximately \$90,204. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$106,116. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., November 21, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov.

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

October 17, 2008 76-08-127EU

AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050

The City of Santa Clara



Invites Applications
for the position of

LIBRARY DIVISION MANAGER – YOUTH AND EXTENSION SERVICES

LIBRARY DEPARTMENT

**Preferred Filing Date:
November 21, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and California’s Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$556.2 million.

THE DEPARTMENT

The mission of the Library Department is to provide relevant educational and recreational information, in both new and traditional formats, to our diverse community through free and equal access to ideas, customer-centered services, and the use of current technology.

THE POSITION

This is a professional managerial position in the unclassified service. An incumbent in this position administers, supervises, coordinates, and is responsible for the type and quality of technical and public services offered by a major library division. An incumbent in this position may function as the library's project manager for specialized projects.

As a member of the City’s unclassified service, this is an “at-will” position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City’s Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Possession of a Masters Degree in Library/Information Science from an American Library Association accredited library school;
- Four (4) years of increasingly responsible professional library experience, including at least two years of experience managing and coordinating the activities of a specified library program area; and
- One (1) year of supervisory experience is required.

LICENSE

Possession of a valid Class C California driver's license is required at the time of application and for the duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Public library organization, objectives, trends, materials, services, programs, and practices;
- Public library principles and practices with emphasis on one of the following: adult services, collection services, support services, customer services, or youth and extension services;
- Principles of supervision, training, and personnel management;
- Current automated library systems;
- Bibliographic databases, online public access catalogs, and integrated library systems;
- Principles of selection, de-selection, and evaluation of library collections; and
- Marketing and promotion of library materials.

Skill in:

- Managerial budgeting, planning, personnel supervision, and staff development in the application of principles and techniques.

Ability to:

- Use independent and sound judgment to direct, administer, plan, prioritize, organize, and evaluate the work and activities of the assigned units in the division;

- Analyze complex administrative problems, evaluate alternatives, and recommend effective courses of action;
- Train, supervise, and evaluate personnel;
- Establish and maintain courteous and effective working relationships with others;
- Foster a teamwork environment;
- Communicate clearly, both verbally and in writing;
- Prepare detailed analytical and statistical reports;
- Apply library policies and procedures;
- Discuss problems and concerns tactfully, courteously, and effectively; and
- Use personal computer applications in a library setting.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans develops, and implements library goals, objectives, policies and procedures;
- Plans develops, and implements division goals and objectives;
- Prepares, administers, and maintains appropriate controls over the division budget;
- Directs, supervises, and evaluates the activities, projects, programs, and personnel of the division;
- Monitors work flow to determine the most efficient and effective assignment of division personnel;
- Fosters an environment of trust and teamwork within the division and throughout the library;
- Represents the library with governmental, professional and community groups, organizations, and committees;
- Plans, conducts, and attends various community and professional meetings, conferences, and workshops;
- Coordinates assigned functions with other library divisions, other employees, City departments, and outside agencies;

- Maintains records; prepares reports and correspondence; compiles data;
- Monitors developments in computer and systems technology, online reference and communication, and the use of electronic information products in the library field;
- Manages contracts and services agreements with library materials and automated systems vendors;
- Develops and implements policies related to staff and patron use of automated library systems;
- Plans, coordinates and implements library programming and publicity;
- Supervises and participates in making community contacts;
- Develops and maintains effective relations with the community;
- Interprets policies and procedures to citizens; and
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the City Librarian or City Librarian.

SUPERVISION EXERCISED

Supervises professional, paraprofessional, clerical, page, and other personnel as assigned. May be responsible for the operation of the library in the absence of the City Librarian or Assistant City Librarian.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

SPECIAL CONDITIONS

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager’s Directive 100.